

## DEFENSE INFORMATION SYSTEMS AGENCY

P. O. Box 4502 ARLINGTON, VIRGINIA 22204-4502

IN REPLY

REFER TO: Procurement and Logistics (PLD)/Defense Information Technology Contracting Organization (DITCO)

15 April 2005

SUBJECT: DITCO Notice to Contractors (NTC) 04-05, Uploading Proposals/Documents for "Other Telecommunications & Computer Technology Requirements," **DITCO Contracting Opportunities Web Site** 

- 1. Instructions for vendors to upload proposals/documents for "Other Telecommunications & Computer Technology Requirements" posted on the DITCO Contracting Opportunities Web Site (https://www.ditco.disa.mil/dcop/Public/ASP/dcop.asp) are at Enclosure 1. These instructions also include procedures to follow if you would like to join and view a published list of vendors interested in a particular solicitation. This is useful for vendors who are interested in teaming.
- 2. If you have problems uploading a file, please call DITCO's Customer Service Center at 618-229-9333.

Enclosure a/s

EVELYN M. DEPALMA

Coulyn M. Detalma

Director, Procurement and Logistics/ Chief, Defense Information Technology Contracting Organization

# INSTRUCTIONS FOR UPLOADING PROPOSALS AND DOCUMENTS FOR OTHER TELECOMMUNICATIONS & COMPUTER TECHNOLOGY REQUIREMENTS

Vendors wanting to upload proposals/documents from "Other Telecommunications & Computer Technology Opportunities" need to be a registered vendor. If you are not registered, click "Register Here!" under "New Users" on the Contracting Opportunities Home Page (www.ditco.disa.mil/dcop). You will not have to re-register for every requirement that you upload.

To upload a proposal/document, you begin with any of these actions:

(1) Click on the title of the requirement or number under the "Submit Proposals for:". The next page will prompt you to log in. You will need your DITCO Contracting Opportunities userid and password.

or

(2) Under "All Opportunities, RFP's, RFQ's, TR's, etc.", click on "All Areas" under "Computer Technology Opportunities. This page will reflect detailed information regarding the requirement. Click on the "Upload Proposal" button. This will take you to the "Contracting Opportunities" Login page. You will need your DITCO Contracting Opportunities userid and password.

or

(3) Click on the "Upload Proposal" button from the Other Telecommunications & Computer Technology Requirements page (<a href="https://www.ditco.disa.mil/dcop/public/asp/requirements.asp">https://www.ditco.disa.mil/dcop/public/asp/requirements.asp</a>). The next page will prompt you to log in. You will need your DITCO Contracting Opportunities userid and password.

NOTE: No "Upload Proposal" button will be available if the solicitation does not specify proposal upload via the web or the proposal closing date has past.

## **Upload Instructions**

You are now ready to upload a proposal or documents. If you have multiple files, you may want to consolidate them into one file (e.g. a .zip file). However, you can upload each file separately. DITCO requests that each uploaded file be 1 megabyte or less.

Enter the drive, path, and file name of the file to be uploaded. (For example: c:\proposals\proposal.zip.) Or select browse and choose the file name from the "Choose file" dialog that appears, and click "Open". Then click "Upload File".

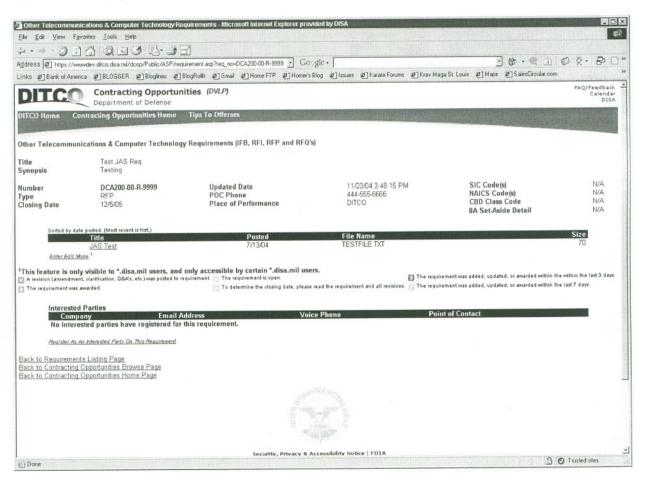
After successfully uploading the file, you will go to a response page. Recommend you print a copy of this response page and keep it for your records.

#### **Interested Parties**

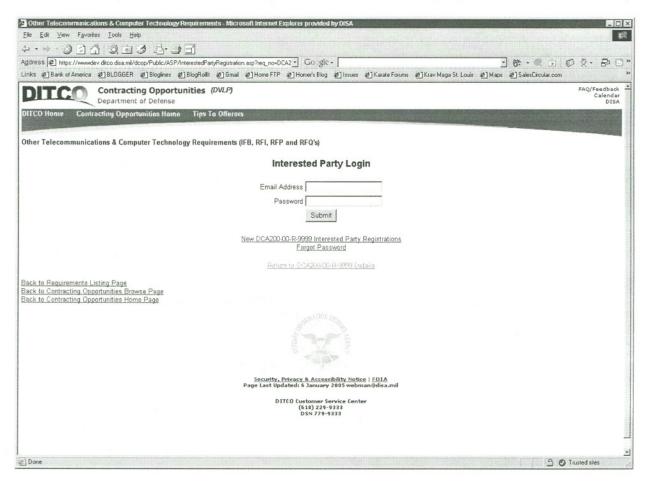
DITCO Contracting Opportunities includes the capability to join and view a published list of vendors interested in a particular solicitation. This is useful for vendors who are interested in teaming on procurement opportunities.

## Registering as an Interested Party

In order to register as an interested vendor for a particular solicitation, the "Register as Interested Party on This Requirement" link must be available from the listing page for a solicitation or a link for the solicitation on the Contracting Opportunities Home page under the heading Interested Parties.



You will be requested to Login with your Interested Party Login. If you have not registered for a previous solicitation, click on New Interested Party registration.

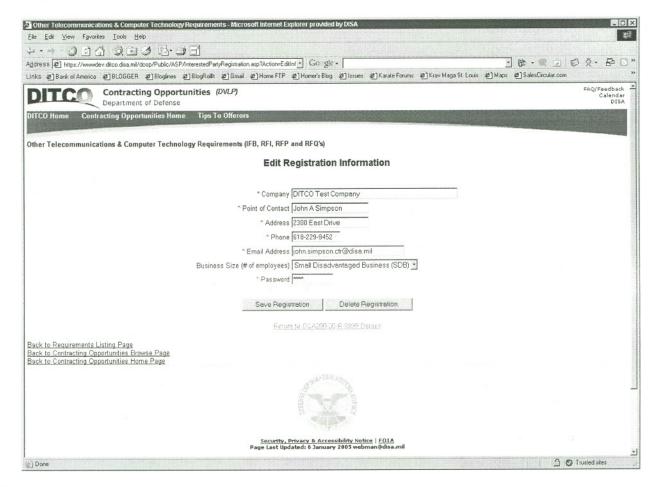


You will be required to fill in Company, Point of Contact, Address, Phone, Email Address and Password. Please select your Business Size from the drop down. Once you click on the Register Button, your information will be stored for that solicitation.

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Contracting Opportunities (DVLP) Department of Defense	FAQ/Feedback — Calendar DISA
DITCO Home Contracting Opportunities Home Tips To Offerors	
Other Telecommunications & Computer Technology Requirements (IFB, RFI, RFP and RFQ's)	
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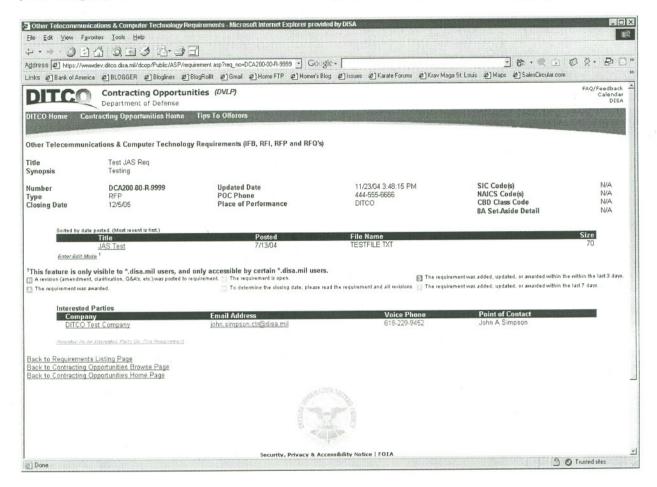
# **Registering for Another Solicitation**

You will be able to use your information for another solicitation. You will Login with your email address and the password you created. Once you have logged in, you will be able to edit your information. After updating your information, click on the "Save Registration" button. Your information is now saved for the solicitation.

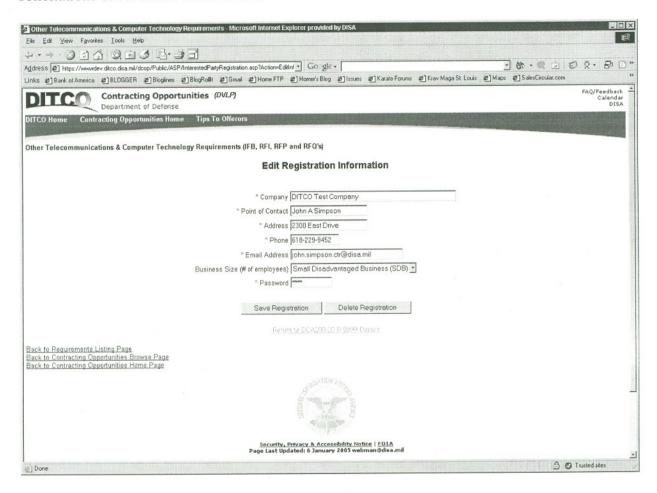


# Removing the Interested Party from the Solicitation

If you want to remove your company from the Interested Parties list, click on the link for your company under the Interested Parties heading from the requirement listing page.



You will need to login with your email address and password. Your Company's information will be displayed. Click on the "Delete Registration" button. Your Company's information will be removed for that solicitation, but will remain on other solicitations or for future solicitations.



# **Interested Parties Link**

If the contracting officer has not enabled this service for this solicitation number, then the "Register as Interested Vendor" button will not be available. In this case, you will need to contact the point of contact listed in the synopsis for information regarding the bidder's list.



## **Contracting Opportunities**

Department of Defense

FAQ/Feedback Calendar DISA

## Contracting Opportunities Home Page

<< Sign In

## All Opportunities

RFP's, RFQ's, TR's, FedBizOpps (DITCO) (includes Small Business Opportunties)

#### **New Users**

Register Here! Basic Agreement DoD CCR

#### References

Notices to Contractors DITCO FOIA **Publications** Currency Conversion Rates Related Links

#### Interested Parties:

HC1013-05-R-2001

#### Registered Users Only Correspondence

RFPs for Tasks on Existing IDIQ Contracts Corporate Email Activity Log

#### **Submit IQO Docs**

Quote Amended Quote Completion Report Jeopardy Notice

#### Submit DGS Invoice/CDRLs

#### Submit Proposals for:

Test Opportunity DCAX00-XX-R-XXXX (to test uploads) HC1013-05-R-2001 HC1047-05-R-4018

#### **User Profile**

Edit Personal Profile Forgot Your Password?

## Company Profile

Edit Company Profile Add User Approve User(s) Delete User(s) Corporate Email Address

#### **Contracting News**

18 Jan 05 - <u>DITCO Notice to Contractors (NTC) 02-05, Update to DITCO Acquisition Guide</u>
12 Jan 05 - <u>DITCO Notice to Contractors (NTC) 01-05, On-line Representations and Certifications Application (ORCA)</u>

04 Nov 04 - DITCO Notice to Contractors (NTC) 02-04, Electronic Funds Transfer (EFT)

19 Aug 04 - Business Partner Network

20 Jul 04 - EBM RFI Vendor Response List

#### more...

## Other Telecommunications & Computer Technology Requirements

ther Telecon	nmunications & Computer Technology Requirements		Closing
14 Apr 05 -	Server Software Provisioning	HC1013-05-R-2010	5/5/05
13 Apr 05 -	Software and Systems Engineering Support Services	HC1013-05-R-2026	4/13/05
11 Apr 05 -	Dense Wave Division Multiplexed - Optical Transport Network (DWDM-OTN)	HC1021-05-R-2000	4/29/05
	Commissary Advanced Resale Transaction System (CARTS)	HC1013-05-R-2006	
5 Apr 05 -	Enterprise Business Modernization (EBM)	HC1013-05-R-2001	5/18/05
more			

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Telecom IQO Opportunities		Closing
14 Apr 05 - Sld Brussels, BE to Brussels, BE (2.048 MB)	DI14FEB054372	4/28/05
14 Apr 05 - Sld Brussels, BE to Brussels, BE (2.048 MB)	DI14FEB054373	4/28/05
14 Apr 05 - Colorado Sg. CO to Undtrmndloc (ISDN PRI)	AJ24MAR055095	4/26/05
14 Apr 05 - San Diego, CA to San Diego, CA (256 KB)	DA09MAR050043	4/21/05
14 Apr 05 - San Diego, CA to No Island, CA (44.736MB)	DZ30MAR050029	4/15/05
14 Apr 05 - Peterson Af, CO to Colordo Spr, CO (1.544 MB)	WA21MAR056041	4/11/05
more		

#### **New Site Features**

12 Jun 02 - Tips To Offerors

more...



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**DITCO Customer Service Center** (618) 229-9333 DSN 779-9333